

**CITY OF MILPITAS
RECYCLING AND SOURCE REDUCTION
ADVISORY COMMISSION MEETING
APRIL 25, 2006 7:00 P.M.
457 E. CALAVERAS BLVD, MILPITAS CA 95035
ROOMS 7 & 8**

I. ROLL CALL

II. APPROVAL OF THE MINUTES: January 24, 2006

III. PUBLIC INPUT

Members of the audience are invited to address the Recycling and Source Reduction Advisory Commission on any subject not on tonight's agenda. Speakers must state their name and address for the Secretary's record, and limit their remarks to under two minutes. As an item not on the agenda, no response is required of City staff or the Commission; however, the Commission may place the item on the agenda for a future meeting.

IV. ANNOUNCEMENTS

- COMMISSION RECOGNITION EVENT CERTIFICATE & PIN PRESENTATION
- COMMISSIONER BUSINESS CARDS
- UTILITY ENGINEERING STAFFING ANNOUNCEMENT

V. APPROVAL OF AGENDA

VI. OLD BUSINESS

1. SINGLE-STREAM PROGRAM UPDATE
2. 2004 ANNUAL REPORT UPDATE
3. 2006 NEIGHBORHOOD CLEAN-UP EVENT UPDATE
4. SOLID WASTE AUDIT UPDATE

VII. NEW BUSINESS

1. OPEN GOVERNMENT TRAINING

VIII. STAFF ACTIVITIES

1. SOLID WASTE DIVERSION ACTIVITIES

IX. ROUNDTABLE / ANNOUNCEMENTS

- RECYCLERY TOUR UPDATE

X. FUTURE AGENDA ITEMS

XI. ADJOURNMENT

VI. OLD BUSINESS

1. SINGLE-STREAM PROGRAM UPDATE

BACKGROUND: The new single-stream program began on March 13, 2006 and appears to be proceeding smoothly. Allied Waste Services reported that approximately 149 calls related to single-stream recycling were placed to Allied Waste Services (Allied)'s customer service representatives during the first week of the program (which accounts for about 1% of the customer base). Collection drivers have not reported any problems other than the close placement of recycling carts next to each other during setouts. Allied and City staff continue to monitor the program to facilitate a seamless implementation.

RECOMMENDATION: Discuss as needed. Note receipt and file.

2. 2004 ANNUAL REPORT UPDATE

BACKGROUND: The California Waste Integrated Management Act of 1989 required all cities to reduce disposal to landfills by 50% by the year 2000. Cities are required to submit an annual report that reflects the amount of diverted material in their jurisdictions. The diversion amount is calculated as a percentage and is based upon a state formula considering population, sales tax, and employment which are used to estimate total potential waste generation. The state has recently released the 2004 taxable sales data allowing cities to calculate diversion rates for their jurisdictions. City staff calculated the diversion and submitted the annual diversion report to the California Integrated Waste Management Board (CIWMB) prior to the March 1, 2006 deadline. The 2004 diversion rate for Milpitas was calculated to be 54%. This is unchanged from the 2003 diversion rate. The CIWMB will review the submittal.

RECOMMENDATION: Discuss as needed. Note receipt and file.

3. 2006 NEIGHBORHOOD CLEAN-UP EVENT UPDATE

BACKGROUND: The first of four neighborhood clean-up events was conducted on Saturday, April 8th. The events included a total of 117 participants. Twenty-six participated at Thomas Russell Middle School, thirty-nine at Zanker Elementary School and fifty-two at Murphy Park. Allied collected 9.64 tons of recyclable material and 16.11 tons of garbage. The next event is scheduled on April 22 at Murphy Park, Russell Middle School and Curtner Elementary School. A summary of the latter event will be provided at the meeting.

RECOMMENDATION: Discuss as needed. Note receipt and file.

4. SOLID WASTE AUDIT UPDATE

BACKGROUND: The City requested that a routine audit be conducted to evaluate the reasonableness of the city franchise compensation revenues and to determine if selected billing practices are accurate. The City solicited services from qualified consultants that have had experience in auditing solid waste collection firms by issuing a Request for Proposal (RFP) on December 16, 2005. On January 19, 2006, the City received proposals from four firms that were subsequently evaluated and ranked. On February 14, 2006, the top two-rated consultants were interviewed in conformance with the City's consultant selection process with CalRecovery, Inc. receiving the highest rating. CalRecovery was subsequently selected to perform the audit and has already met with Allied and city staff to begin the audit process. The audit is expected to be completed by May 2006.

RECOMMENDATION: Discuss as needed. Note receipt and file.

VII. NEW BUSINESS

1. OPEN GOVERNMENT TRAINING

BACKGROUND: Under Milpitas Municipal Code Section I-310-4.40, annual training concerning the City's Open Government Ordinance 262.1 shall be provided by the City Attorney's office and required of all City councilmembers, boardmembers and commissioners serving the City. The training shall consist of watching a video and reading Ordinance 262.1. A declaration form, certifying that the training has been completed, must be signed and returned to a City staff contact. These declarations will be filed by the City Clerk and maintained as a public record. The following will occur at the meeting:

1. A training video will be shown. For convenience, a copy of the video will also be available at the City Clerk's office to borrow and view at City Hall.
2. One (1) copy of the ordinance will be made available for review. The ordinance can also be found on the City's website. In the interest of time, it is recommended that the ordinance be read prior to the meeting.
3. Declarations will be available for commissioners' signature and submittal to City staff.

RECOMMENDATION: Discuss as needed. View video, read ordinance and sign declarations.

VIII. STAFF ACTIVITIES (LES)

1. SOLID WASTE DIVERSION ACTIVITIES

BACKGROUND: Recent program work areas include the following:

- Produced and distributed Single Stream Recycling projects: system-wide newsletter; cart hang tag; mini-cart purchase; advertising; web page and PSA updates; utility bill message (various samples attached).
- Prepared 2006 schedule in parallel with above newsletter; created database of 10 service sections, by full street address.
- Placed advertisements for BayROC Waste Reduction's junk mail reduction awareness and kit in *The Milpitas Post* (both attached).
- Participated on County TAC Public Education Sub-committee task group that produced attached script for a radio spot and advertisement for a countywide Earth Day campaign.
- Placed three "E-Waste Recycling Event" advertisements in *The Milpitas Post* provided by Recycling for Breast Cancer's event held in Milpitas on February 25 and 26 (attached).
- Produced attached pages about recycling and other environmental services for the "City Information Pages" of the *Milpitas Yellow Pages*, slated for citywide distribution in early May.
- Provided 180 "Meritorious Achievement" and 50 "Environment Achievement" ribbons and 170 medals with neck ribbons to MUSD's 2006 Science Fair.
- Secured purchase order for upcoming Commercial Recycling Program projects: poster, removable sticky note reminder, and mailer offering the desk-side recycling boxes.
- Monitored Allied's award of three Recycling & Composting Project "spring mini-grants" for a total of \$1,620 awarded to two elementary school science specialists and one middle school science teacher.
- Monitored Allied's outreach publicizing the 2006 Compost Giveaway and "2nd Chance" events (attached).

- Coordinated collection of the City's internal battery recycling program with DPW, Facilities Maintenance. As a reminder, over 600 pounds of batteries were recycled in FY05, almost the same weight as in FY04. Next collection will occur in June 2006.
- Provided 180 "Meritorious Achievement" and 50 "Environment Achievement" ribbons and 170 medals with neck ribbons to MUSD's 2006 Science Fair (article attached).
- Began work on a streetlight banner project to include recycling awareness.
- Continued participation on City task force regarding code enforcement of solid waste and urban run off matters.
- Participated with representation at Technical Advisory Committee meetings.
- Participated with representation at Public Education Subcommittee meetings.
- Participated with representation at Household Hazardous Waste Subcommittee meetings.
- Continued monthly coordination meetings with Allied Waste Services staff, tracked service issues and planning expectations.

RECOMMENDATION: Note receipt and file.

IX. ROUNDTABLE / ANNOUNCEMENTS

- **RECYCLERY TOUR UPDATE:** Allied to provide possible dates and related information for RSRAC's single-stream tour at the Recyclery.

X. FUTURE AGENDA ITEMS

XI. ADJOURNMENT

**NEXT REGULARLY SCHEDULED COMMISSION MEETING
TUESDAY, JULY 25, 2006 AT 7:00 P.M.**

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION

at the City Attorney's office at the Milpitas City Hall, 455 E. Calaveras Blvd, Milpitas, CA 95035.

E-mail: rpioroda@ci.milpitas.ca.gov

Fax 408/586-3030

Phone 408/586-3000

A free copy of the Open Government Ordinance is available from the City Clerk's Office or by visiting the City's website www.ci.milpitas.ca.gov Select Open Government Ordinance under News Features

RASRAC April 25, 2006

Agenda Packet Materials

1. Agenda April 25, 2006
2. Unapproved Minutes for January 24, 2005.
3. Item #1: 2004 Annual Report
4. Item #2: Neighborhood Event Clean-Up Results
5. Item #3: Miscellaneous Public Outreach
 - a. Single-stream recycling outreach material (various)
 - b. Junk Mail outreach advertisement
 - c. Earth Day campaign radio script and advertisement
 - d. Electronic Waste Recycling advertisement
 - e. Milpitas Yellow Pages advertisement
 - f. Compost Giveaway and 2nd Chance outreach coupon and survey
 - g. MUSD's 2006 Science Fair articles